

POLICY TO OBTAIN COPIES OF PUBLIC RECORDS PER RSA 91-A:4

January 29, 2007

As of this date, the Board of Selectmen hereby adopt this policy “each public body or agency shall upon request for any public record reasonably described, make available for inspection and copying any such record within its files when such records are immediately available for such release. If a public body or agency is unable to make a public record available for immediate inspection and copying, it shall, within 5 business days of request, make such record available, deny the request in writing with reasons, or furnish written acknowledgement of the receipt of the request and a statement of the time reasonably necessary to determine whether the request shall be granted or denied”. . The person requesting the copies will be advised of the reasonable charge.

WEBSTER BOARD OF SELECTMEN

David M. Batchelder

George K. Hashem